

North Fork Rancheria Indian Housing Authority
57907 Old Mill Site Court
North Fork, CA 93643
(559) 877-7360

Board of Commissioners Meeting Minutes
December 17, 2019
5:30 pm

Commissioners Present

Thomas Galt
Bobby Hale
Richie Cline
Christopher Aguirre
Katrina Guitierrez
Jacquie Van Huss

Commissioners Absent

Elaine Fink
Shannon Wentworth

Staff

Paul Irwin
Debora Kerns Barba
Bernice Polkenhorn

Guests

A. **CALL TO ORDER:**

Thomas Galt called the meeting to order at 5:44 pm.

B. **ROLL CALL AND QUORUM DETERMINATION:**

Roll was called and it was determined that a quorum was present.

C. **APPROVAL OF AGENDA:**

Bobby Hale motioned to approve the agenda with the addition of:

- E(1)(xi): Playground
- E(8)(i): Webpage

Jacquie Van Huss seconded, and the motion carried 6/0/0.

D. **APPROVAL OF MINUTES 12/4/2019 & 12/7/19:**

Jacquie Van Huss motioned to approve the 12/4/19 meeting minutes, Bobby Hale seconded, and the motion carried 5/0/1. Katrina Guitierrez abstained.

Christopher Aguirre motioned to approve the 12/7/19 meeting minutes, Richie Cline seconded, and the motion carried 5/0/1. Jacquie Van Huss abstained.

E. **REPORTS:**

(1) **Director:**

i. **2017 ICDBG – Sierra Mono Museum:**

The director reported that the project manager has ordered material and is planning to address exterior paint and gutters, and repair siding on the annex building. We have also been coordinating with the electrical contractor and they have three remaining items and will be calling for a final. We will be moving forward on other interior items at the beginning of the year.

ii. **2018 ICDBG – Cultural and Environmental Protection Center:**

The director reported that we have finalized a contract for architecture and engineering which is scheduled to be initiated in mid-January. The director also received the surveying on Monday, and is still awaiting the final geotechnical report.

iii. **2019 IHBG – Annual Performance Report:**

The director reported that he provided the Annual Performance Report (APR) to the BOC and Tribal Council last Thursday and will submit pending any comments. No comments received.

iv. **2019 IHBG Competitive Funding Application:**

The director reported that 2019 IHBG Competitive awards were announced last Tuesday and NFRIHA was awarded \$5,000,000. NFRIHA was one of 52 tribes awarded nationwide, and approximately 200 applications were received. We have not yet received the funding agreement or scoring.

v. **California Coalition for Rural Housing (CCRH):**

The director reported that he was contacted by CCRH following notice of IHBG Competitive awards. CCRH has remaining technical assistance funds that they are attempting to utilize before the close of the year, and coordinated with the director to seek reimbursement of \$4,810 in prior engineering expenses utilized for our IHBG Competitive grant application. CCRH previously funded the LIHTC required market study and travel costs for IHBG competitive application training.

vi. **Low Income Housing Tax Credits (LIHTC):**

The director reported that he and staff held a conference call today with our LIHTC consultant to begin preparing for a March resubmission, he also provided a number of documents related to our recent IHBG Competitive award.

vii. **2019/2020 ICDBG Application:**

The director reported that Tribal Council has approved for him to prepare the 2019/2020 HUD ICDBG application to expand the fire station. The application is due on February 3rd. The director has been coordinating with County staff on a meeting, tentatively planned for January 8th at 9am in the NFRIHA conference room.

viii. **Visit Yosemite/Madera County – 2019 Tourism Improvement Grant:**

The director reported that the monument is complete and that he is coordinating pickup. The roundabout contractor came by today and we will be coordinating with their construction schedule and hydro seeding.

ix. **Fire Station Drainage:**

The director reported that that crew has started brushing and burning in accordance with the scope of work approved under MOU with Madera County. We will also be sub-contracting the operating work necessary to install a drainage ditch around the perimeter of the property.

x. **GSA Xcess:**

The director reported that he requested several vehicles from GSA Xcess which is the General Services Administration site for Excess Personal Property. Vehicles would come from the Bureau of Reclamation, and have under 100,000 miles each. One is a 2012 Chevy Colorado Crew Cab Truck in white, the other is a 2008 Ford Escape 4x4 SUV in white. Vehicles would be transferred to BIA and then BIA would be donated to the Tribe and we would register and get plates and tags. These will be utilized by construction and administration staff.

xi. **Playground:**

The director reported that staff sent out letters to tenants on December 16th regarding the scheduled competition of the playground and included the playground rules that will be posted. All comments or complaints regarding the playground are to be submitted to NFRIHA in writing. Bark was delivered on Monday, and the playground is to be complete by the end of the week.

(2) **Chairperson:**

1. **Webpage:**

The chair presented a sample website with recommendations for updates to our current webpage or development of an independent website. The director discussed staff capacity and need for marketing or communication staff organization wide. The director expressed that NFRIHA would be supportive of contributing toward web and content updates, and that we would seek to update the existing webpage in the interim.

(3) **Other:**

F. **NEW BUSINESS:**

G. **OLD BUSINESS:**

H. **EXECUTIVE SESSION:**

Bobby Hale motioned to go into executive session at 6:28 pm, Richie Cline seconded, and the motion carried 6/0/0.

(1) 

Staff reported that the tenant submitted a written 30-day notice to vacate dated 12/8/19.

- (2) [REDACTED]
The BOC provided guidance to staff on the ineligible household occupant and requirements of the tenant.
- (3) [REDACTED]
The director reported that the rehabilitation would be complete and that the tenant was scheduled to get keys this coming Friday.
- (4) [REDACTED]
Staff reported on the approval of emergency rental assistance.
- (5) [REDACTED]
The director reported on prior down payment recipient seeking to refinance, and approval necessary to sign subordination agreement for new loan. Jacquie Van Huss motioned to approve for the director to sign the subordination agreement, Christopher Aguirre seconded, and the motion carried 6/0/0.
- (6) [REDACTED]
The director reported on a prior down payment recipient seeking rehabilitation assistance. Consensus of BOC to deny new flooring but to get additional quotes on faulty windows throughout.
- (7) **Rental Utilities:**
The BOC held discussion on rental unit utility costs covered by NFRIHA. To be discussed at future meetings under policy agenda item.
- (8) **Chairperson:**
The Chair presented an appeal response letter to be issued. Consensus of the BOC to issue.

Katrina Gutierrez motioned to come out of executive session at 7:39 pm, Richie Cline seconded, and the motion carried 5/0/0. Jacquie Van Huss exited at 7:29pm following item H(7).

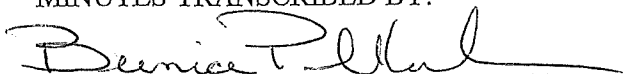
I. **NEXT MEETING:**

January 8, 2020 at 5:00 pm.

J. **ADJOURNMENT:**

Katrina Gutierrez motioned to adjourn at 7:40 pm, Richie Cline seconded, and the motion carried 5/0/0.

MINUTES TRANSCRIBED BY:



Bernice Polkenhorn, NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 8th day of January 2020 at which a legal quorum was present, these minutes were approved as written by a vote of 6 for, 0 against, and 2 abstaining.

Rich Clive

Commissioner

1-8-2020

Date

Jon Jant

Commissioner

1-8-2020

Date